

## **University of Nottingham Malaysia (UNM)**

## **Absence Request**

Before completing this form, please ensure you have read the Attendance Monitoring Procedure at UNM. This form must be completed by the student and submitted at least 2 days before the affected activity. A student whose absence is unplanned must submit the form no more than 2 days after the activity.

You must complete all sections of this form, obtain the relevant approvals and evidence before submission. Please do not assume that your absence request has been logged because it was approved; you must submit the approved request to your faculty office so it may be logged.

1. Student Details:

|  |  |  |
| --- | --- | --- |
| Student Name (First Name, Last Name) |  | Academic Plan Title |
|  |  |  |
|  |  |  |
| Student ID Number |  | Personal Tutor Name (First Name, Last Name) |
|  |  |  |
|  |  |  |
| Home School / Division / Department |  | Year of Study (e.g. 2nd Year) |
|  |  |  |

1. Please indicate why the form is being completed by ticking the appropriate box or boxes:

|  |  |
| --- | --- |
|  | Absence from a class or teaching activity |
|  | Absence from a supervision meeting |

1. Classification of absence:

|  |  |  |
| --- | --- | --- |
|  | Absent for less than one week, but not more than two modules impacted | **Note:** This requires course (module) convener provides signature/approval in section 6. |
|  |  |  |
|  | Absent for more than one week, or more than two modules impacted | **Note:** This requires Head of School signature/approval in section 8. |
|  |  |  |
|  | Absent for up to two weekdays or one weekend day (either Saturday or Sunday) for a module(***this is ONLY applicable to PGT student who enrol on a block module)*** | **Note:** This requires course (module) convener provides signature/approval in section 6. |
|  | Absent for more than two weekdays or one weekend day (either Saturday or Sunday) for a module(***this is ONLY applicable to PGT student who enrol on a block module)*** | **Note:** This requires Head of School signature/approval in section 8. |

1. What evidence are you providing in support of your request?

It is important that the evidence you supply not only covers the dates declared in section 6, but also supports the claim of impact provided in section 5. Please submit scanned copies with your request. The University reserves the right to request original copies.

|  |  |
| --- | --- |
|  | Letter from counsellor / Medical note |
|  | Supporting statement from Personal Tutor / Welfare Officer / Employer |
|  | Police incident report |
|  | Letter from Court |

1. Explanation of the situation

What happened? How serious was it? How will it impact your attendance?

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|  |

1. What class, supervision or teaching activity is affected?

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| --- | --- | --- | --- |
| **Activity Code**  e.g. Module code | **Activity title** e.g. Module Title | **Date(s) absent**  e.g. DD/MM/YYYY | **Convener Signature (if applicable)** |
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1. Student signature and consent

I have read the Attendance Monitoring Procedure and the [Regulations Governing Attendance and Engagement](https://www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/regulations-governing-attendance-and-engagement.aspx) at the University. The information I have provided in this form is correct and complete to the best of my knowledge. I give my consent for this information to be disclosed to relevant academics and staff of the University responsible for processing and managing my request. I understand that the request will be kept on my University record.

|  |  |  |
| --- | --- | --- |
| Student Signature |  | Date Signed (Day, Month, Year) |
|  |  |  |

1. Head of School Approval (if applicable)

If absence is for a period of more than one week, or more than two courses (modules) is impacted, the absence request will require approval from the Head of School (Home School) only. If absence period is more than two weeks, please take note of Attendance [Regulations](https://www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/regulations-governing-attendance-and-engagement.aspx) 2.14, 2.1.5, and 2.1.6 in the quality manual before deciding or approving.

|  |  |  |
| --- | --- | --- |
| Head of School Signature |  | Date Signed (Day, Month, Year) |
|  |  |  |
|  |  |  |
| Head of School Name (First Name, Last Name) |  |  |